



Using Gmail

Grace A. Dow Memorial Library
www.midland-mi.org/gracedowlibrary
Reference Desk: 989-837-3449



Why use Gmail?

- Free
- Web-based
 - Access from any web enabled device
 - Access from smartphones
- Don't need your own internet connection

Gmail – inbox screen

+You Search Images Maps Play YouTube News Gmail Documents Calendar More

Google

gadmlref@gmail.com

Gmail

COMPOSE

1-2 of 2

Scheduling Calendar - skedge.me - Stop Playing Phone Tag, See Clients Streamline Your Business and Grow

Why this ad?

☐ ☆ ☐ **Redwine, Katherine** **Gmail class** - Don't forget to prepare for the gmail class. Katherine Redwine Grace A. Dow Memorial Library 4:35 pm

☐ ☆ ☐ Google Calendar Reminder: Introduction to PowerPoint @ Mon May 7 2:30pm - 3:30pm (gadmlref@gmail.com) - more details May 7

Inbox (1)

Starred

Important

Sent Mail

Drafts (4)

Personal

Proctoring

saved

Survey Monkey

Travel

web page

More

0% full
Using 26 MB of your 10244 MB

©2012 Google - [Terms & Privacy](#)

Last account activity: 1 day ago
[Details](#)

Inbox – unread
emails are bold

Labels – use like folders

Individual message - Tools

Gmail ▾



More ▾

Print & Open
new window

COMPOSE

Inbox (1)

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web page

More ▾

[Scheduling Calendar](#) - [skedge.me](#) - Stop Playing Phone Tag, See Clients Streamline Your Business and Grow

Reminder: Introduction to PowerPoint @ Mon May 7 2:30pm - 3:30pm (gadmlref@gmail.com)  Inbox x



Google Calendar [calendar-notification@google.com](#)

to me ▾

May 7 (2 days ago) ☆



Introduction to PowerPoint

[more details »](#)

When Mon May 7 2:30pm – 3:30pm Eastern Time

Calendar [gadmlref@gmail.com](#)

Who • Grace A. Dow Memorial Library Reference - organizer

Invitation from [Google Calendar](#)

You are receiving this email at the account [gadmlref@gmail.com](#) because you set a reminder for this event on the calendar [gadmlref@gmail.com](#).

Reply

L to R: back, archive, report spam, delete, move to, label, more

Reply Options

Ageless Splendors of Our Oldest National Park - gadmlref@gmail.com - Gmail - Windows Internet Explorer

https://mail.google.com/mail/?shva=1#inbox/1374b932551a48

Vacation End now Vacation Settings

+You Search Images Maps Play YouTube News Gmail Documents Calendar More

Google

gadmlref@gmail.com

Gmail

3 of 7

COMPOSE

Inbox (2)

Starred

Important

Sent Mail

Drafts

Spam

Trash

Personal

Proctoring

saved

Survey Monkey

Travel

web page

More

Ageless Splendors of Our Oldest National Park

kredwine@midland-mi.org noreply@cengage.com May 14 (4 days ago)

to kredwine, me

This might answer your questions.

"Ageless Splendors of Our Oldest National Park" 604 . National Geographic Magazine A

Document URL

<http://ncco.tu.galegroup.com/tinymce/Zw/>

Click here to [Reply](#), [Reply to all](#), or

- Reply
- Reply to all
- Forward
- Filter messages like this
- Print
- Add kredwine@midland-mi.org to Contacts list
- Delete this message
- Report phishing
- Show original
- Message text garbled?
- Translate message
- Mark as unread

Redwine, Katherine

kredwine@midland-mi.org

Show details

Ads - Why these ads?

Get ArcGIS Server Hosting

The Gartrell Group: personalized service & expert support.

www.gartrellgroup.com

No Oxygen Means Fresh

Extend the shelf life of your products with our AGELESS packets.

www.mgc-a.com

More about...


[Ageless »](#)

Internet | Protected Mode: On

100%



















Reply – click reply – start typing
above old message – click send

↩ Reply ➡ Forward

Send Save Now Discard Draft autosaved at 4:50 PM (0 minutes ago) 

To: "Redwine, Katherine" <kredwine@midland-mi.org>

[Add Cc](#) [Add Bcc](#) [Edit Subject](#) [Attach a file](#) Insert: [Invitation](#)

B *I* U T ▾ T ▾ A ▾ T ▾ ☺                  

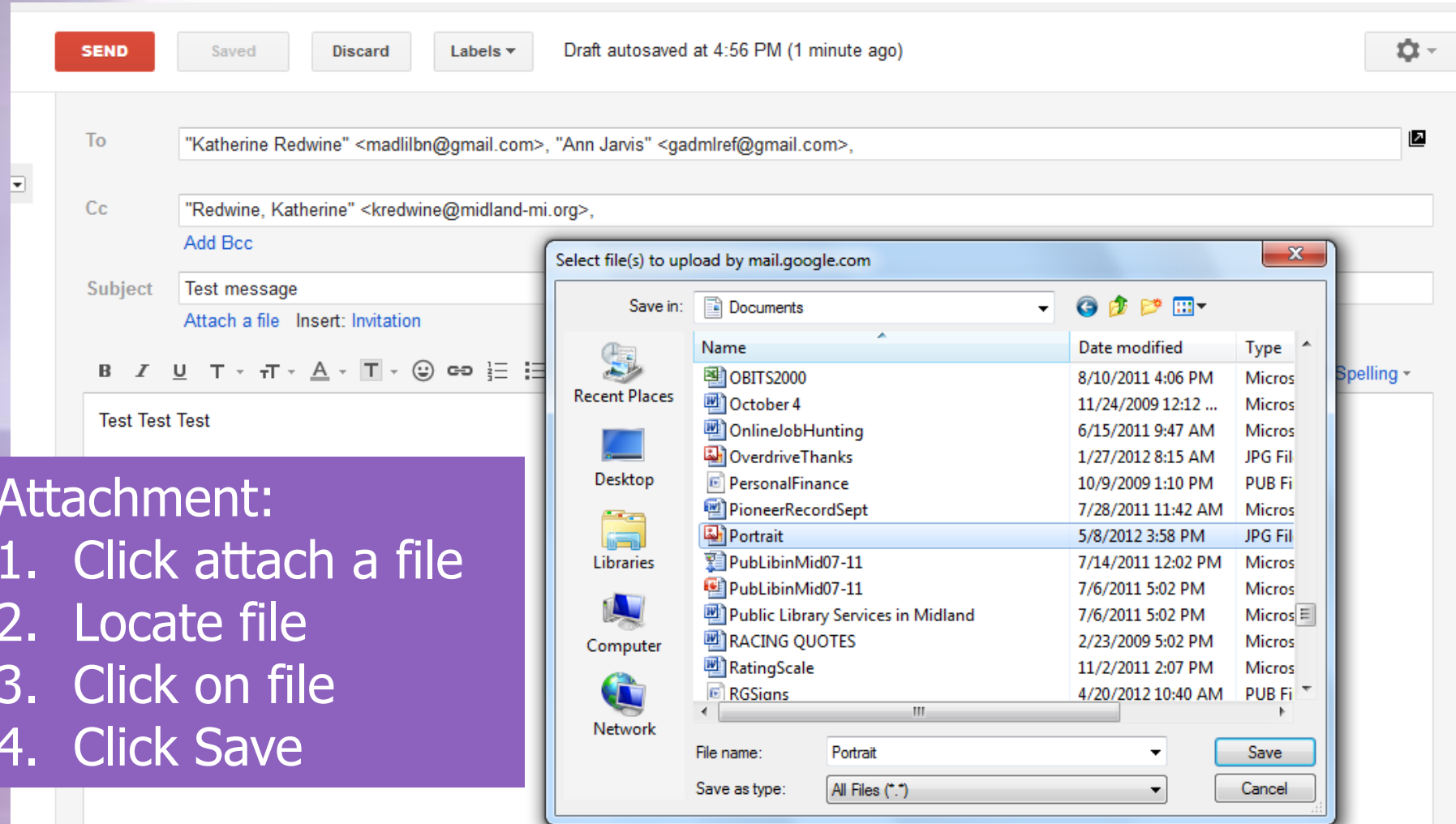
New Email:

1. Click compose
2. Type addresses – commas between
3. Type message
4. Click Send

Attaching a file

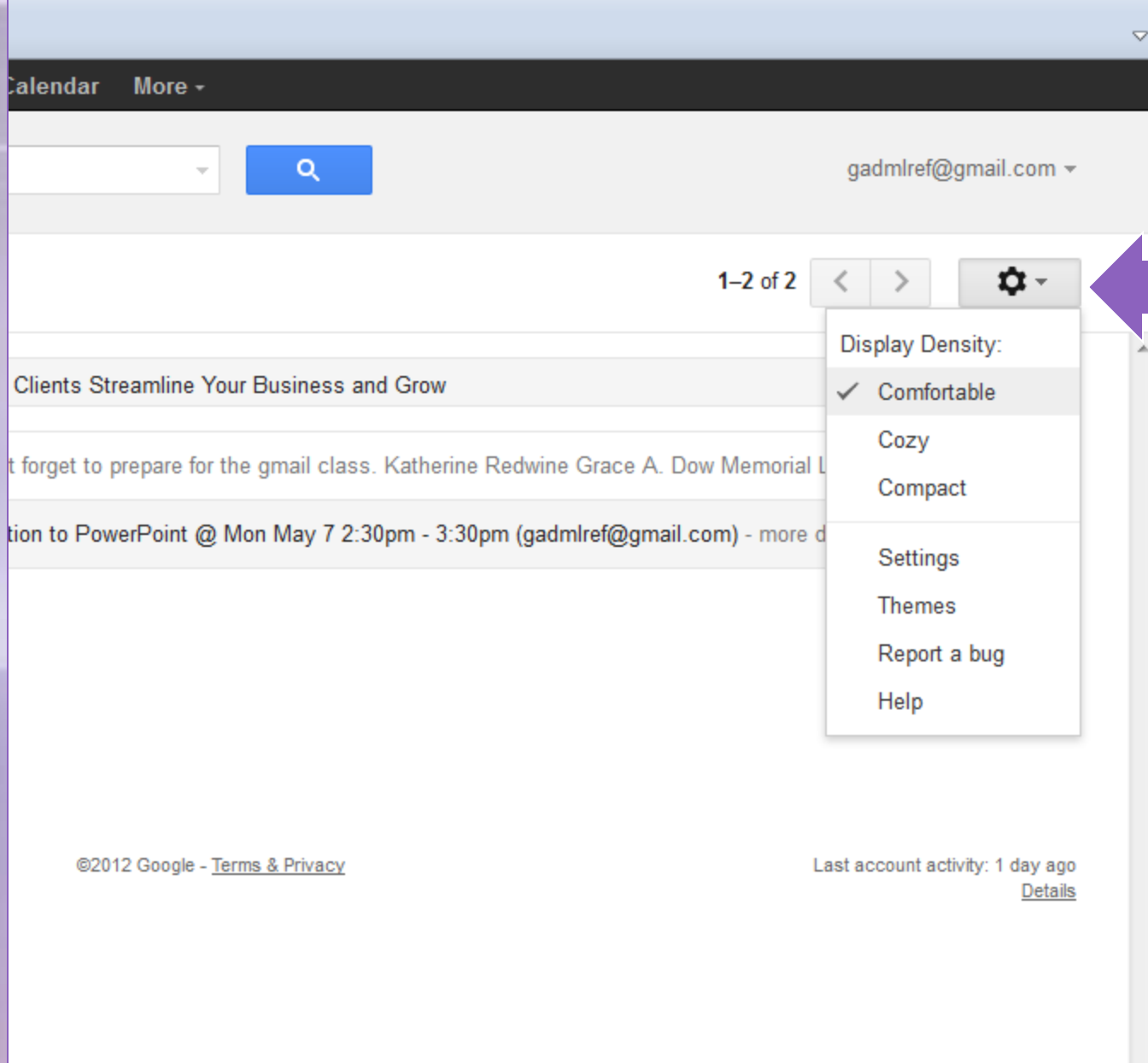
Attachment:

1. Click attach a file
2. Locate file
3. Click on file
4. Click Save



Things to Know about Attachments

- You can attach more than one file per email
- Do not attach a number of large files to one email
 - My rule of thumb is no more than three photos per email
 - Watch for files with .tiff, .jpg, .pdf, .ppt
- Person receiving files must have compatible software to open files



Gear -
symbol
for Tools
Same in
all
Google
apps

Move to:

The screenshot shows a Gmail interface with a browser window titled "GADML - Reference Desk Screen". The Gmail header includes navigation links: +You, Search, Images, Maps, Play, YouTube, News, Gmail, Documents, Calendar, and More. The Google logo is on the left, and a search bar is on the right. The left sidebar shows the "Inbox (1)" with a list of labels: Starred, Important, Sent Mail, Drafts (4), Personal, Proctoring, saved, Survey Monkey, Travel, web page, and More. The main content area displays an email from "Google Calendar" (calendar-notification@google.com) to "me". The email subject is "Reminder: Introduction to PowerPoint @ gmail.com". The email body contains event details for "Introduction to PowerPoint" on Monday, May 7, from 2:30pm to 3:30pm Eastern, at the "Grace A. Dow Memorial Library". It also includes a link to "Google Calendar" and a note about receiving the email at the account "gadmiref@gmail.com". A "Move to:" dropdown menu is open over the email, showing a search bar and a list of labels: Personal, Proctoring, Receipts, saved, Survey Monkey, Travel, web page, Work, Spam, Trash, Create new, and Manage labels. The bottom of the email shows a "Click here to Reply or Forward" link.

GADML - Reference Desk Screen x Reminder: Introduction to PowerPoint... x +

+You Search Images Maps Play YouTube News Gmail Documents Calendar More

Google

Gmail

COMPOSE

Inbox (1)

Starred

Important

Sent Mail

Drafts (4)

Personal

Proctoring

saved

Survey Monkey

Travel

web page

More

Scheduling Calendar - skedge.me - Stop Playing Ph

Reminder: Introduction to PowerPoint @ gmail.com) Inbox x

Google Calendar calendar-notification@google.com to me

Introduction to PowerPoint

When Mon May 7 2:30pm – 3:30pm Eastern

Calendar gadmiref@gmail.com

Who • Grace A. Dow Memorial Library

Invitation from [Google Calendar](#)

You are receiving this email at the account gadmiref@gmail.com.

You can change your reminders for specific events in

May 7 (2 days ago) ☆

[more details »](#)

Click here to [Reply](#) or [Forward](#)

Organizing your email

The screenshot shows a Gmail interface with a search bar at the top and a navigation menu on the left. The main inbox area displays a list of emails. A 'Move to:' menu is open over the email list, showing options for moving emails to different folders. The menu options are: [imap]/Sent, [imap]/Trash, [imap]/genealogy, Memberships, Personal, Receipts, Travel, Work, Spam, and Trash. The email list includes various newsletters and personal messages, such as 'Family Tree Magazine', 'FeedBlitz', 'Circuit of the Americas', 'Goodreads', 'Family Tree Offers', 'Amazon.com', '1940, me, Katherine (3)', 'NCGS News Editor', 'Discovery Store', 'Family Tree Magazine', 'Amazon.com', 'Goodreads', 'FeedBlitz', 'Family Tree Offers', 'Amazon.com', 'Family Tree University', 'Amazon.com', and 'Goodreads'. The interface also shows a 'Compose' button, a 'Gmail' logo, and a 'Katherine Redwine' profile at the top right.

| Folder | Star | Sender | Subject | Time |
|-------------|------|---------------------------|------------|---------|
| [imap]/Sent | ★ | Family Tree Magazine | Start... | 8:03 am |
| [imap]/Sent | ★ | FeedBlitz | Genea... | 4:51 am |
| [imap]/Sent | ★ | Circuit of the Americas | Are you... | May 11 |
| [imap]/Sent | ★ | Goodreads | New... | May 11 |
| [imap]/Sent | ★ | Family Tree Offers | Using... | May 11 |
| [imap]/Sent | ★ | Amazon.com | Kath... | May 11 |
| [imap]/Sent | ★ | FeedBlitz | Genea... | May 11 |
| [imap]/Sent | ★ | Family Tree Magazine Gen. | Bread... | May 10 |
| [imap]/Sent | ★ | 1940, me, Katherine (3) | 1940 U... | May 10 |
| [imap]/Sent | ★ | Amazon.com | Amaz... | May 10 |
| [imap]/Sent | ★ | Goodreads | Updat... | May 10 |
| [imap]/Sent | ★ | NCGS News Editor | NCGS... | May 9 |
| [imap]/Sent | ★ | Discovery Store | EXCL... | May 9 |
| [imap]/Sent | ★ | Family Tree Magazine | The... | May 9 |
| [imap]/Sent | ★ | Amazon.com | OLYMP... | May 9 |
| [imap]/Sent | ★ | Goodreads | Updat... | May 9 |
| [imap]/Sent | ★ | FeedBlitz | Genea... | May 9 |
| [imap]/Sent | ★ | Goodreads | New... | May 8 |
| [imap]/Sent | ★ | Family Tree Offers | Uncover... | May 8 |
| [imap]/Sent | ★ | Amazon.com | Kath... | May 8 |
| [imap]/Sent | ★ | FeedBlitz | Genea... | May 8 |
| [imap]/Sent | ★ | Family Tree University | 11 New... | May 7 |
| [imap]/Sent | ★ | Amazon.com | Kath... | May 7 |
| [imap]/Sent | ★ | Goodreads | Message... | May 6 |
| [imap]/Sent | ★ | Amazon.com | Kath... | May 6 |
| [imap]/Sent | ★ | Goodreads | Updat... | May 6 |

Organizing your email

- To move emails to a label/folder
 - Open email or click on checkmark next to email
 - Click “Move to” tool (looks like a file folder)
 - Select folder
 - Same menu has “create new” and “manage labels”

Contacts

Contacts List

The image shows a screenshot of the Google Contacts web interface. On the left, a sidebar is highlighted with a purple rounded rectangle. Inside this sidebar, the word "Tools" is written in white text on a purple rectangular background. The sidebar contains the following elements: the Google logo, a "Contacts" dropdown menu, a red "NEW CONTACT" button, and links to "My Contacts (1)", "YouTube", "Most Contacted (20)", "Other Contacts (104)", "New Group...", and "Import Contacts...". The main content area displays a contact list for "Katherine Redwin". The contact entry includes a checkbox, the name "Katherine Redwin", the email "kredwine@midland-mi.org", the phone number "989-837-3442", and the address "Grace A. Dow Memorial Library". The top of the interface shows the Google search bar, the user's email "gadmlref@gmail.com", and navigation buttons like "Add", "More", and "Settings".

Google

Contacts ▾

NEW CONTACT

My Contacts (1)
YouTube

Most Contacted (20)
Other Contacts (104)



New Group...
Import Contacts...

Tools

Katherine Redwin - Katherine Redwin




☐ Katherine Redwine kredwine@midland-mi.org 989-837-3442 Grace A. Dow Memorial Library

Contacts detail page




gadm1ref@gmail.com

Contacts ▾



More ▾

Saved

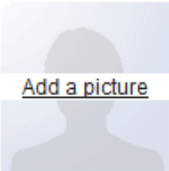
NEW CONTACT

My Contacts (1)
YouTube

Most Contacted (20)
Other Contacts (104)

New Group...

Import Contacts...



Add a picture

Katherine Redwine

My Contacts

kredwine@midland-mi.org

Add email

Work

989-837-3442

Add phone

Work

Grace A. Dow Memorial Library

Add address

Birthday

May 26

Add date

Home Page

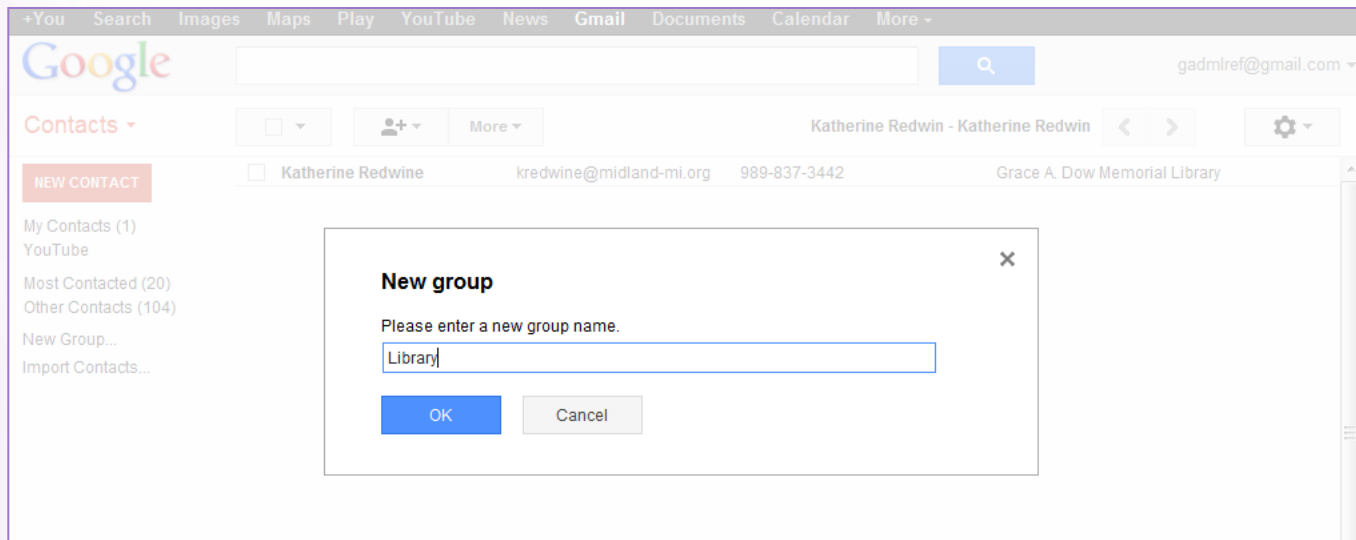
www.midland-mi.org/gracedowlibrary

Add URL

Add a note



Create a Group



The screenshot shows the Google Contacts interface. At the top, there's a navigation bar with links: +You, Search, Images, Maps, Play, YouTube, News, Gmail, Documents, Calendar, and More. Below this is the Google logo and a search bar. The user's email, gadmlref@gmail.com, is visible in the top right. The main section is titled 'Contacts' and shows a list of contacts. A 'NEW CONTACT' button is visible. A 'New group' dialog box is open in the center, prompting the user to enter a new group name. The dialog box has a title bar with a close button (X). The text inside says 'Please enter a new group name.' and there is a text input field containing the word 'Library'. Below the input field are two buttons: 'OK' and 'Cancel'.

+You Search Images Maps Play YouTube News Gmail Documents Calendar More

Google

gadmlref@gmail.com

Contacts

Katherine Redwin - Katherine Redwin

NEW CONTACT

My Contacts (1)
YouTube

Most Contacted (20)
Other Contacts (104)

New Group...
Import Contacts...

New group

Please enter a new group name.


Library




OK Cancel

Add contacts to group

Vacation [End now](#) [Vacation Settings](#)

+You Search Images Maps Play YouTube News **Gmail** Documents Calendar More ▾

Google  gadmlref@gmail.com ▾

Contacts ▾    More ▾

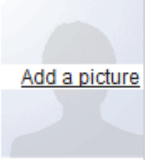
Katherine Redwine has been added to "Library". [Undo](#)

NEW CONTACT

My Contacts (1)
Library (1)
YouTube

Most Contacted (20)
Other Contacts (104)

New Group...
Import Contacts...

 [Add a picture](#)

☒ My Contacts
☒ Library
☐ YouTube

Create new

edwine

Work **kredwine@midland-mi.org**
[Add email](#)

Work **989-837-3442**
[Add phone](#)

Work **Grace A. Dow Memorial Library**
[Add address](#)

Birthday **May 26**
[Add date](#)

Home Page **www.midland-mi.org/gracedowlibrary**
[Add URL](#)

Add a note

Done

Internet | Protected Mode: On

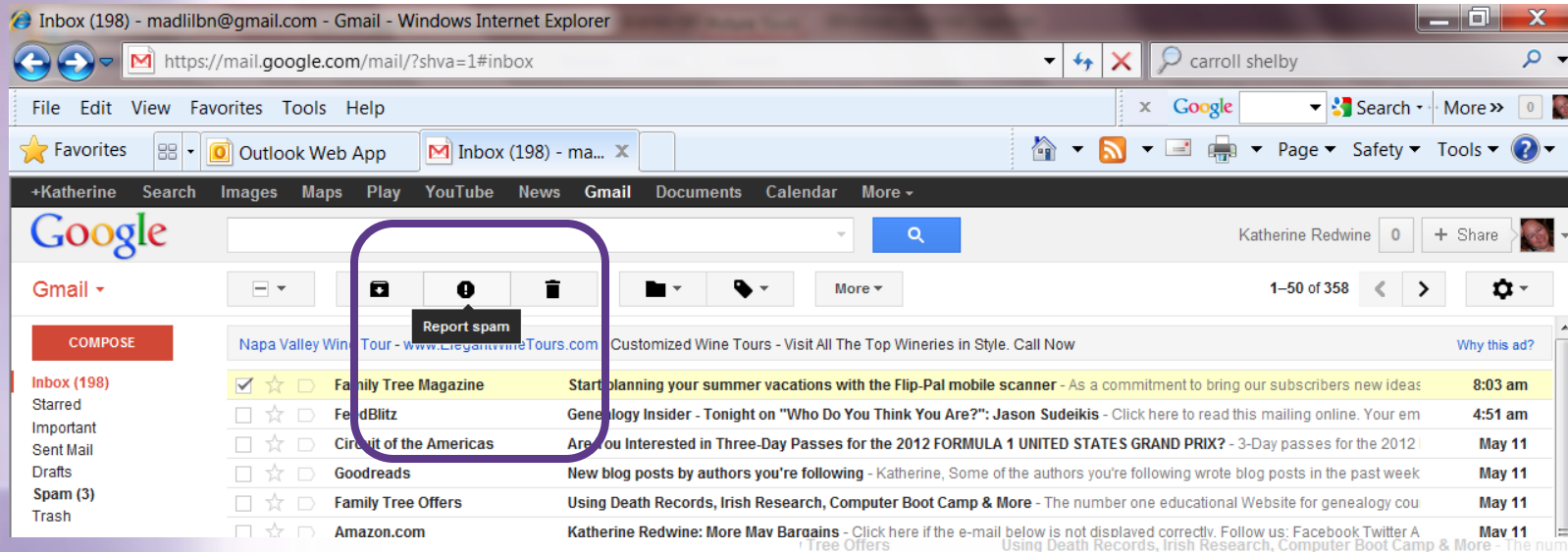
100%

Spam & Viruses

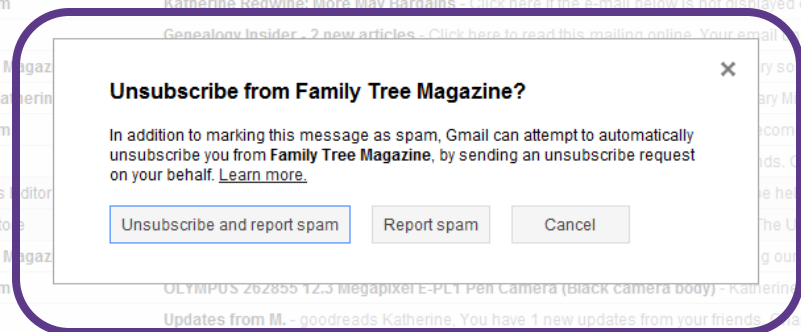
Spam & Viruses

- Spam is unwelcome email.
- If you signed up for an email list, you can unsubscribe.
- Google blocks obvious spam so that there is much less spam in Gmail than you may realize.
- Google blocks certain types of files as attachments that may contain viruses.
- .exe files are completely blocked.

To mark a message as spam

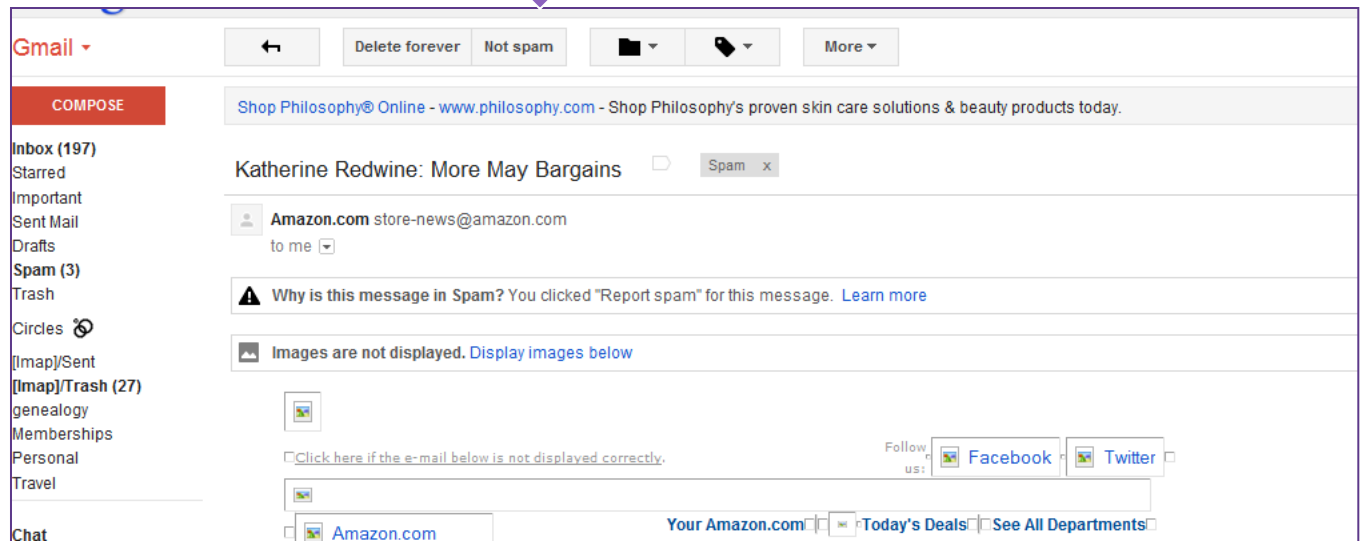


Check the box next to the message – click on the report spam icon – if you get the popup message, click one of the buttons.



To make a message not spam

- Click on spam label
- Place a checkmark next to messages you want to change
- If email is not spam, click “Not Spam” near the top of the screen



Gmail → Events or Tasks

The screenshot shows the Gmail web interface. At the top, the Google logo is on the left, a search bar in the center, and the user name 'Joan Grady' on the right. Below the header, the Gmail logo is on the left, followed by navigation icons (back, forward, search, trash, archive, etc.) and a 'More' button. The 'More' dropdown menu is open, showing options: 'Mark as unread', 'Mark as important', 'Add to Tasks', 'Add star', 'Create event', 'Filter messages like these', and 'Mute'. The email being viewed is from 'K & M Maak' with the subject 'FW: National Youth Leadership Course Expanded!'. The email body contains information about the NYLT course. On the right side, there are advertisements for 'PhD Programs 100% Online' and 'MS Leadership Classes'.

Click 'More' when reading an Email – add information to your calendar or task list.

Settings – Tabs – General

Settings

General

Labels

Accounts and Import

Filters

Forwarding and POP/IMAP

Chat

Web Clips

Labs

Inbox

Offline

Themes

Language:

Gmail display language: English (US) Show all language options

Maximum page size:

Show 50 conversations per page

Show 250 contacts per page

Keyboard shortcuts:

Learn more

☒ Keyboard shortcuts off

☐ Keyboard shortcuts on

External content:

☒ Always display external content (such as images) sent by trusted senders - Learn more

☐ Ask before displaying external content

Browser connection:

Learn more

☐ Always use https

☐ Don't always use https

Conversation View:

(sets whether emails of the same topic are grouped together)

☒ Conversation view on

☐ Conversation view off

Button labels:

Learn more

☒ Icons

☐ Text

Stars:

Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.

Signature – settings – general

Note: tabs stay at top when you scroll down.

Create a signature – shows up at end of every email, but can delete or change if desired.

Settings

General Labels Accounts and Import Filters Forwarding and POP/IMAP Chat Web Clips Labs Inbox Offline Themes

Importance signals for ads: You can view and change your preferences [here](#).

Signature: (appended at the end of all outgoing messages) [Learn more](#)

☐ No signature

☒

Grace A. Dow Memorial Library
Midland, MI

Personal level indicators:

☒ No indicators

☐ Show indicators - Display an arrow (›) by messages sent to my address (not a mailing list), and a double arrow (») by messages sent only to me.


Snippets:

☒ Show snippets - Show snippets of the message (like Google web search!).

☐ No snippets - Show subject only.

Don't forget to scroll down and click SAVE

Vacation Responder

Settings 

General Labels Accounts and Import Filters Forwarding and POP/IMAP Chat Web Clips Labs Inbox Offline Themes

Snippets:

- ☒ **Show snippets** - Show snippets of the message (like Google web search!).
- ☐ **No snippets** - Show subject only.

Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
[Learn more](#)

☐ **Vacation responder off**

☒ **Vacation responder on**

First day: ☐ **Ends:**

Subject:

Message:

☒ **Only send a response to people in my Contacts**

☒ **Use default text encoding for outgoing messages**

☐ **Use Unicode (UTF-8) encoding for outgoing messages**

☒ **Advanced attachment features** - See progress bars when attaching files to messages, and attach multiple files at once. Requires flash. [Learn more](#)

☐ **Basic attachment features** - Attach one file at a time and don't show progress bars.

Enter information you want sent to anyone that sends you an email.

Recommendation: check this

Always scroll down to Save Changes.

Questions?